



Department of Energy

Employee Self Service (ESS) Briefing

July 2002



What is Employee Self Service (ESS)?

- A segment of the overall Corporate HR Information System (CHRIS) Program
- Automated web-based system that enables DOE Federal employees to use the Internet to view and/or update payroll, personnel, and training information online.
- Serves as an information portal for end users
- Accessible to employees at work or home.



Background

- **Implemented ESS in December 1998 (phased approach)**
- **First phase -- view only capability**
 - earnings statement (6 pay periods)
 - personal information
- **Second phase -- October 1999 -- update capability**
 - education, license/cert info, emergency contacts, home address; view training information
 - interface with PS application



Background

- **Third phase -- February/March 2000 -- added new update and view capability**
 - **federal/state tax withholdings**
 - **voluntary allotments**
 - **direct deposit**
 - **personal benefit statement**
- **Fourth phase -- October/November 2000**
 - **manage competencies for TQP**
 - **Thrift Savings Plan**



Background

- **Fifth phase -- June 2001**
 - new web design
 - automated IDP
 - life events module
- **Sixth phase – June 2002**
 - Savings bonds
 - Disability updates



Current Features of ESS

- View Personal Info
- Home Address
- Emergency Contacts
- Education
- Licenses/Certificates
- Request Training
- View Training History
- Automated IDP
- Direct Deposit/Allotments
- Federal/state taxes
- Paycheck Inquiry (and discontinuing hardcopy earnings statement)
- Locator (office phone, email, room number)
- View Benefits Statement
- Thrift Savings Plan
- Savings Bonds

NUMBER OF UPDATES AS OF 06/30/02: 47,348

PERSONNEL

Education Updates	= 3699
Emergency Contact Updates	= 8152
Home Address Updates	= 3168
License/Certification Updates	= 1603
Locator Information	= 6810
Competencies	= 850

PAYROLL

Direct Deposits	= 902
Federal Tax Withholding	= 5919
State Tax Withholding	= 3058
Voluntary Allotments	= 4010
Thrift Savings Plan	= 7123
Savings Bonds	= 200

% of users to date: 89% of DOE Fed population



System Requirements

+ Internet access

+ Microsoft Internet Explorer 4.0 or higher; Netscape Navigator 4.06 or Netscape Communicator 4.5 or higher

+ Browser must support 128-bit Secure Socket Layer encryption



Future ESS Development

- ✚ Update capability for health benefits
- ✚ Single sign-on capability using PKI
- ✚ Online SF-50, Notification of Personnel Action